



SAINT ANTHONY OF PADUA MISSION AID GRANT PROPOSAL GUIDELINES

The **Saint Anthony of Padua Mission Aid (SAPMA)**, located in Toronto, Ontario, Canada is a Canadian Registered Charity # 12534-5744-RR0001 affiliated with the Order of Friars Minor Conventual of the Basilica of St. Anthony in Padua, Italy. The Association works with the Franciscan Friars to promote St. Anthony of Padua's legacy of ministry which integrates *Gospel and Charity*.

SAPMA distributes grants annually to faith-based organizations according to our priorities and values. Historically, most grants range between \$2,000 and \$50,000 with a median grant level of \$10,000.

In conformity with the regulations of the **Canada Revenue Agency**, grants are given in Canada only to Registered Charities. Projects from outside of Canada must sign an agency agreement whereby the agency requesting the grant will be acting on behalf of SAPMA in implementing the proposed project.

OUR PRIORITIES

SAPMA will give priority to projects:

1. Sponsored by the Friars Minor Conventual or projects where a friar is engaged in the project.
2. Sponsored by Franciscan Friars, Sisters, Brothers or Secular Franciscans.
3. Sponsored by a Catholic charitable organization.
4. Sponsored by a faith-based group.

OUR FRANCISCAN VALUES

SAPMA seeks to reflect the following Franciscan values in the projects it supports:

Poverty: St. Anthony of Padua, like his founder St. Francis lived a poor life in imitation of Christ. This motivated him to serve the poor among us. The projects supported by SAPMA are ones that especially respond to the needs of:

- The poor or marginalized
- Women and children at risk
- Frail elderly
- People with disabilities
- People with addictions and/or mental health issues
- Those deprived of adequate housing or water
- Care of God's Creation

Simplicity: The Franciscan tradition is one that avoids grandeur and focuses on being “small” and “simple”. Accordingly, SAPMA will especially support projects which:

- Are not primarily government funded
- Are “grassroots” and locally governed
- Are small and sustainable

Community: Franciscans are ultimately sisters and brothers to one another, to creation and Christ himself. SAPMA seeks to support projects that promote community, interdependence and relationships. Priority will be given to requests which:

- Involve the setting up of micro-enterprises to empower people
- Assist with development rather than assistance
- Promote collaboration with other groups which share our Franciscan values
- Assist people to live in community

APPLICATION

Step 1: Writing a Summary

The Summary is a condensed version of the proposal that allows reviewers to quickly assess whether or not there is a good match between SAPMA's Priorities and Franciscan Values and the proposed project. A typical Summary, usually 1-2 paragraphs, includes the following components:

- A brief description of the requesting organization and its mission
- The population or community served by the organization
- The problem or need being addressed
- The purpose of the grant request (i.e. the project or program to be funded)
- The amount of the grant request.

NOTE: *The Summary should be strong, concise and direct.*

Step 2: Preparing the Grant Project Proposal

The grant proposal should address the following elements. Each item should be no more than one paragraph.

1. Contact Information: Organization Name, Registered Charity Number, Address, City, Province/Postal Code, Country, Contact Person, Title, Telephone, Fax, E-mail Address.

2. Introduction: Describe your organization and experience in carrying out projects similar to the project being proposed. Describe the Project Name, Amount of the Grant being requested.

3. Statement of Need: Describe the population you wish to serve, the particular problem they face that your proposed project will address. It is also helpful to specifically discuss how this project meets the priorities and values of SAPMA.

4. Objectives: Explain the goals of your project and the expected impact it will have on your constituency.

5. Timeline: When will this project begin and end?

6. Evaluation: Describe how you will know the project is succeeding. What will be measured to monitor progress? How frequently will progress be checked?

Step 3: Organizing and Presenting the Budget

- Include total proposed project/program budget
- List grant amount being requested
- Describe plans for future funding, if the project will continue beyond the grant

Step 4: Submitting the Proposal

The entire Grant Proposal Packet consists of the following elements:

- A Cover Letter
- Summary (see Step 1)
- Grant Project Proposal (see Step 2)
- Project Budget (see Step 3)

Grant proposals may be submitted by mail, courier, or email to Mr. Danny Tosello, Office Manager.

In PDF format only to: danny@sapma.ca

or hard copy to:

Saint Anthony of Padua Mission Aid
1320 Leslie St. Suite 100
Toronto, ON M3C 2K9
Canada

Deadline for Submission: January 31st

IMPLEMENTATION

Notification and Grant Payment

Following the Annual Meeting of the Board of Directors of SAPMA, which takes place normally in March, all applicants will receive notice of approval or denial of funding, as well as the grant payment timetable.

Agencies outside of Canada will be sent an agency agreement to sign prior to receiving funds.

Implementation Reporting Requirements

After successfully receiving funding for the implementation of the initiative, recipients are required to report at the conclusion of the funding year.

The report should include:

- An evaluation, including methodology, of how the objectives were or were not met.
- A Financial Statement, demonstrating how the grant funding was used.

The deadline for submission of these reports will be identified in the Grant Funding approval.